

Work-Life Training Catalog

This catalog is continually updated. Policies change, staff members come and go, command requirements change, and new, more effective ways to train others in certain subjects are always under development.

Your Work-Life Staff considers Prevention to be 85% of our job. Intervention is 10%, and Crisis-Intervention is 5%. Prevention involves many things: Preparing Commands, providing information, arranging for counseling, getting people resources early on-and providing training. An ounce of prevention is worth a hundred pounds of cure, sometimes. Some training is mandatory. We provide all the mandatory training, much good-to-have training, and we'll also develop custommade trainings to fit your command's specific needs.

Our goal is to support mission readiness. Coast Guard people need to be balanced, clear-headed, and focused on their jobs. If our staff can help meet your needs through training, please do not hesitate to request our services.

Please also note that our definition of "Team Coast Guard" includes: Active Duty, Reserve, Retired, Auxiliary, Civilian (GS, WG, NAFA, MWR, & CGES), their families and significant others.

Sincerely,

Walt Wrzesniewski
Lieutenant-Commander, USCG
Work-Life Programs Supervisor
for D14 Area of Responsibility
808-541-1581
WWrzesniewski@D14.USCG.MIL

Mandatory Training

Suicide Awareness and Prevention

| | |
|-----------------------|--|
| Length: | 1 ½ Hours |
| Description: | Training focuses on the signs and symptoms associated with suicide, with the major focus being on the underlying process leading to suicidal behavior. The EAPC through her own creativity, as well as networking with CG EAPCs and DoD and Civilian counterparts, makes an effort to update this training, both for effectiveness and to keep it interesting. |
| Mandate: | COMDTINST 1734.1, ART 7-f(4), requires training for all hands but doesn't establish a training frequency. There is a draft version of 1734.1 that requires annual training. With the disheartening rate of suicides throughout the Coast Guard, commands are highly recommended to provide annual prevention and awareness training. |
| Constraint(s): | Groups of 35 or less, Private Location |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Jeri Couthen, Employee Assistance Program Coordinator and/or D14 Chaplain |
| Scheduling: | 808-541-1585 / JCouthen@D14.USCG.MIL |

Work-Place Violence Awareness and Prevention

| | |
|-----------------------|---|
| Length: | 1 Hour |
| Description: | Training provides an overview of work-place violence including the problem, warning signs, and stages of work-place violence. It then provides information on what can be done, the zero tolerance policy, and how to deal with threats. Good All-Hands Training. |
| Mandate: | COMDTINST 5370.1A ART 9-c-(2) requires once-a-tour training for all hands. Because keeping track of all personnel training records is onerous and catching everyone would practically necessitate annual training visits, annual training is recommended. |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Jeri Couthen, Employee Assistance Program Coordinator |
| Scheduling: | 808-541-1585 / JCouthen@D14.USCG.MIL |

Rape or Sexual Assault – What Every CG Person Needs To Know

| | |
|-----------------------|--|
| Length: | 30 Minutes |
| Description: | Training uses a short video to debunk some myths associated with rape and sexual assault. Information on reporting requirements and victim support is also provided. Good All-Hands Training. |
| Mandate: | COMDTINST 1754.10A ART 8-c-(7) requires EAPCs ensure all commands are familiar with this Instruction and reporting requirements. Therefore, once-a-tour training—at least—is required for COs, XOs, OinCs, XPOs, and other key personnel (OODs, medical personnel, MAAs, etc). This training is highly encouraged for all-hands. |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Jeri Couthen, Employee Assistance Program Coordinator |
| Scheduling: | 808-541-1585 / JCouthen@D14.USCG.MIL |

Financial Responsibility—Rules 'n' Tools

| | |
|-----------------------|--|
| Length: | 1 Hour |
| Description: | Training provides the "rules and tools" associated with personal financial responsibility. "Rules" from the Personnel Manual are discussed along with the "Tools" of budgets, credit cards, debt-to-income ratio, the magic of compounding interest, and the Coast Guard's Indebtedness Policy. Good for All-Hands Training. |
| Mandate: | CG Personnel Manual ART 8.L.2 requires indoctrination for all hands, either through annual training or "inclusion in a unit's organizational manual." Therefore, it's once-a-tour. Despite the PERSMAN's guidance, training is far more effective, and in this high-cost AOR, may be crucial. Two benefits to having live training are the crew's ability to question the trainer and the private post-training conversations that may lead to more specific counseling. |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Note: | CG PERSMAN requires commands to provide their people with financial indoctrination and counseling. This training meets that requirement. |
| Trainer: | Jeri Couthen, Employee Assistance Program Coordinator |
| Scheduling: | 808-541-1585 / JCouthen@D14.USCG.MIL |

Critical Incident Stress Management (CISM) Pre-Incident Training

| | |
|-----------------------|---|
| Length: | 1 Hour |
| Description: | Training discusses what a <i>critical incident</i> is, how to recognize the stress associated with it, helpful things to do if involved in an incident, and how to activate the CISM team. Studies show that pre-incident education can lessen the impact of a critical incident and help prevent occurrences of Post Traumatic Stress Disorder. All units are required to provide biennial training; however, commands are encouraged to consider this training when planning for operations that may involve exposure to a critical incident. |
| Mandate: | COMDTINST 1754.3 ARTs 9-b and 11-g(6) requires biennial training for all hands. |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Jeri Couthen, Employee Assistance Program Coordinator, Critical Incident Stress Management Program Coordinator, and Certified CISM Basic and Advanced Courses Facilitator |
| Scheduling: | 808-541-1585 / JCouthen@D14.USCG.MIL |

Critical Incident Stress Management (CISM) Basic & Peer Training

| | |
|-----------------------|---|
| Length: | 4 days |
| Description: | This course prepares participants to be members of a CISM Team. They learn about CISM techniques and the impact of trauma on individuals, families, and commands. They also gain the skills needed to provide a variety of crisis intervention services including <i>defusings</i> , <i>demobilizations</i> , <i>significant-other support</i> and <i>debriefings</i> . Studies prove that professionals (such as the military) respond best to trained professionals with the same background. Our CISM Team members strive to maintain health and productivity, mitigate stress effects, and restore personnel to normal functions. |
| Mandate: | COMDTINST 1754.3 ARTs 7-b (4) and 11-g-(2)(3)(4)(5) require a CISM Team, including trained Peers, be available to respond to incidents within the AOR. |
| Constraint(s): | Training course normally offered once per year. Peer volunteers must have command recommendation, be emotionally mature, possess good communication and interpersonal skills, and have the ability to transcend the scope of gender, rates, and pay grades. |
| Location: | Usually on Oahu, HI |
| Trainer: | Jeri Couthen, Employee Assistance Program Coordinator, Critical Incident Stress Management Program Coordinator, and Certified CISM Basic and Advanced Courses Facilitator |
| Scheduling: | 808-541-1585 / JCouthen@D14.USCG.MIL |

Special Needs Program Training

Length: 30-45 Minutes
Description: This briefing includes general information on enrollment in the Coast Guard Special Needs Program, definition of *special needs*, intent of the program, services provided, and special needs/duty-assignment relationship
Mandate: COMDTINST 1754.12 ART 6-c-(4) requires once-a-tour training for COs, XO's, OinCs, and XPOs. ART 6-f(7), however, requires compliance with G-WKW-2 who has repeatedly requested annual training for all hands.
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Mary Mansfield, Family Resource Specialist
Scheduling: 808-541-1584 / MMansfield@D14.USCG.MIL

Command Family Advocacy Briefing

Length: 2 Hours
Description: Discussion of Command responsibilities and mandated protocols in spouse- and child-abuse cases.
Mandate: COMDTINST 1754.12 ART 6-c-(4) requires once-a-tour training for COs, XO's, OinC, and XPOs. Program managers, however, also strongly recommend this training be extended to all key personnel (e.g., Division Officers, other supervisors, OODs, MAAs, medical personnel, housing personnel, or anyone who may have knowledge of a family's personal situation).
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Note: Attendance at the annual, one-day Command Family Advocacy Seminar listed under "Other Training" Section, below, fulfills this mandate. Not everyone is able to attend the Seminar, however, so this training is available to individual commands or groups of commands for--and at--your convenience.
Trainer: Owen Norton, Family Advocacy Specialist
Scheduling: 808-541-1582 / ONorton@D14.USCG.MIL

Pre-Separation Counseling

Length: 1 ½ Hours

Description: All members being retired, separated, or recently separated are counseled about transition services and benefits. The counseling includes a 60-minute video, completion of a pre-separation checklist (DD 2648), and discussion with the TRM (Transition and Relocation Programs Manager). The counseling also identifies benefits for members denied reenlistment or involuntarily discharged. Focus is on education, medical, and employment opportunities.

Mandate: COMDTINST 1900.1, ART 5-a, requires each command provide "face-to-face" pre-separation counseling for all separating personnel. The TRM will assist commands in providing this service for personnel within 6 months of retirement and/or separation from active duty, although personnel outside this range may attend if space is available. Outside Oahu, commands provide their own counseling with referrals to the TRM or his/her DoD counterpart for specialized information.

Note: During the counseling, if a member marks his/her pre-separation checklist as desiring additional employment assistance, they must be referred to a Transition Assistance Program (TAP) Seminar. See next catalog entry.

Constraint(s): Television with a VCR capability is required.

Location: Exportable to units, at Work-Life Training Room, or any convenient training space with VCR capability.

Counselor: Shirley Caban, Transition and Relocation Programs Manager

Scheduling: 808-541-1586 / SCaban@D14.USCG.MIL

Transition Assistance Program (TAP) Seminar

Length: 3 Days

Description: Department of Labor sponsored seminar providing information concerning employment and training assistance including: labor market information; civilian workplace requirements and employment opportunities; effective resume preparation; and job analysis, search, and interview techniques.

Mandate: COMDTINST 1900.2, Enclosure (1) ART 2, requires employment assistance shall be available to all separating and retiring members and their spouses during the 180-day period prior to discharge. Attendance outside the 180-day range is sometimes available on a space-available basis. During pre-separation counseling (see catalog entry above), if a member indicates, on his/her Pre-Separation Checklist (DD2648), that he/she wants additional employment assistance, the member will be provided the opportunity to attend a TAP Seminar.

Constraint(s): The TRM (Transition and Relocation Programs Manager) assists commands in providing this service for their personnel through referrals to DoD TAP Program facilities throughout the D14 AOR. DoD providers on Oahu have asked that all requests for seminars come through one Coast Guard point of contact, and the TRM serves this function. Outside Oahu, commands work directly with the nearest DoD TAP Program (although information and assistance from the TRM is always available).

Location: DoD installations in Hawai'i, Guam, and Japan

Coordinator: Shirley Caban, Transition and Relocation Programs Manager

Scheduling: 808-541-1586 / SCaban@D14.USCG.MIL

Pre-Retirement Seminar

| | |
|-----------------------|--|
| Length: | 2 Days |
| Description: | Seminar conducted for members who have initiated or are contemplating retirement actions. Usually provided every six months. Seminar provides U. S. Coast Guard specific information on, but not limited to,: TRI-CARE Health Benefits Program; Survivor Benefits Plan (SBP); Disability; Educational Opportunities; Veterans Benefits; DEERS, ID Cards, Travel Claims; and Transportation of Household Goods. |
| Mandate: | COMDTINST 1900.2, Enclosure (1), requires this information be provided to retiring members. The TRM (Transition and Relocation Programs Manager) assists commands in providing this service for personnel with approved retirement dates, although other interested personnel may attend if space is available. Family members are also encouraged to attend. |
| Constraint(s): | For personnel stationed outside of Oahu, only active-duty members with an approved retirement date will be provided orders. |
| Location: | Integrated Support Command, Honolulu, HI |
| Coordinator: | Shirley Caban, Transition and Relocation Programs Manager |
| Scheduling: | 808-541-1586 / SCaban@D14.USCG.MIL |

Unit Health Promotion Coordinator (HPC) and Food Service Personnel (FSP) Training

| | |
|-----------------------|---|
| Length: | 5 Days for HPC and FSP |
| Description: | The HPMs (Health Promotion Managers) will provide the CG's standardized course for HPCs including nutritional training of use to both HPCs and FSPs. |
| Mandate: | COMDTINST M6200.1, SECs 1-E and 1-F and ART 1-G-2-c require training for all HPCs. COMDTINST 5400.20 ART 225-2 and COMDTINST M6200.1 ART 1-G-2 require HPMs to support commands and "beneficiaries" (i.e., Team Coast Guard) in planning, developing, and coordinating a "wellness program." "Wellness" implies training...preventive medicine. COMDTINST M6200.1 ART 1-G-7 requires Food Service Officers coordinate nutritional programs with the HPC and promote good nutrition through posting of educational materials; therefore, training for FSPs is not mandatory, only encouraged . The occasion to have HPCs and FSPs together is a great training opportunity. Although directives do not set a training frequency, personnel turnover and changes in exercise science has necessitated annual training. |
| Constraint(s): | HPCs must bring athletic gear. Need access to gym facilities. Changing and showering facilities are necessary. |
| Location: | Usually on Oahu, although training could, conceivably, be provided both on Oahu and Guam. |
| Trainer: | Jessica Dung, Health Promotion Manager and other AOR's HPM(s) |
| Scheduling: | 808-541-1583 / JDung@D14.USCG.MIL |

Annual Ombudsman Seminar

| | |
|-----------------------|---|
| Length: | 3 Days |
| Description: | Seminar conducted for AOR Unit Ombudsmen providing training in various topics, including: Ethics, Family Advocacy, Privacy Act, Case Studies, Hurricane Preparedness, American Red Cross, Disaster Response, the CREDO Programs, Working with the Command Master Chief, the Special Needs Program, Educational Opportunities; Legal Support Services, Critical Incident Stress Management, TRI-CARE Health Benefits Program; Pre- and Post-Deployment Issues, Unit Newsletters, Decedent Affairs, Web Pages, etc. This seminar serves as "initial" training for Ombudsmen. In addition, it provides an unparalleled opportunity for all AOR Ombudsman to network; clarify CG-wide Ombudsman, Work-Life, and general personnel policies; and to focus on AOR-specific Ombudsman issues. A Unit Ombudsman will often find her/himself in situations that would challenge professional social workers. This seminar provides expert advice and support, and strengthens relationships amongst fellow Ombudsmen, Work-Life Staff, and other professionals to help ensure future support for an effective program. |
| Mandate: | COMDTINST 1750.4C, ART 8-a-(4), requires the Ombudsman Program Coordinator to identify and arrange Ombudsman training. Other command key personnel are also encouraged to attend. |
| Constraint(s): | None |
| Location: | Integrated Support Command, Honolulu, HI |
| Note: | This seminar is coordinated to conclude on the day of the CG Foundation's annual Ombudsman Appreciation and Recognition Dinner on Oahu, HI. |
| Coordinator: | Wanda Allen-Yearout, Ombudsman Program Coordinator |
| Scheduling: | 808-541-1580 / WAllen-Yearout@D14.USCG.MIL |

Getting Started as a Coast Guard Ombudsman

| | |
|-----------------------|--|
| Length: | 2 Hours |
| Description: | A one-to-one training between the newly appointed Ombudsman and the Ombudsman Program Coordinator. Training covers all basic Coast Guard topics and issues needed to begin Ombudsman service. Extended training with the Navy Ombudsman Program follows at Pearl Harbor, etc. |
| Mandate: | COMDTINST 1750.4C, ART 8-a-(4), requires the Ombudsman Program Coordinator to "...arrange all new Ombudsman's initial training...." |
| Constraint(s): | None |
| Location: | Work-Life Center, Integrated Support Command, Honolulu, HI |
| Note: | Budgetary restrictions prevent the Work-Life Program from funding travel of new Ombudsmen other than those stationed on Oahu, HI. Unless a command funds their new Ombudsman's travel, her/his initial training will be conducted through phone calls, e-mails, and with whatever DoD resources may be available. The first formal Coast Guard training will likely take place at the annual Ombudsman Seminar (see above entry) |
| Trainer: | Wanda Allen-Yearout, Ombudsman Program Coordinator |
| Scheduling: | 808-541-1580 / WAllen-Yearout@D14.USCG.MIL |

Other Training Available

Stress Profiling & Management

| | |
|-----------------------|--|
| Length: | Three hours |
| Description: | This training begins by providing a general understanding of the physical and emotional reactions to stress and provides a personal "Stress Map" workbook for participants. This effective program will allow you to measure your personal stress load, to identify any problem areas, and to receive practical ideas/advice, which will enable you to create healthier responses to challenging situations in life. Specific stress management techniques are practiced using a tennis ball. Unit stress summaries are available with this program. |
| Attendees: | Team Coast Guard |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainers: | Jeri Couthen, Employee Assistance Program Coordinator Jessica Dung, Health Promotion Manager |
| Scheduling: | Through Jessica Dung at 808-541-1583 / JDung@D14.USCG.MIL |

Annual Command Family Advocacy Seminar

| | |
|-----------------------|--|
| Length: | Two Hours |
| Description: | Discussion of Command responsibilities and mandated protocols in spouse- and child-abuse cases. Mr Norton covers CG protocols while special guests cover aspects of mental health and/or social work in depth. |
| Attendees: | COs, XOs, OinC, XPOs and all key personnel e.g., Division Officers, other supervisors, OODs, MAAs, medical personnel, housing personnel, or anyone who may have knowledge of a family's personal situation. |
| Constraint(s): | None |
| Location: | Club 14, Sand Island, Oahu, Hawai'i usually in JAN or FEB. |
| Coordinator: | Owen Norton, Family Advocacy Specialist, 808-541-1582 / ONorton@D14.USCG.MIL |
| Scheduling: | Announced by message |

Family Advocacy Program Overview

| | |
|-----------------------|--|
| Length: | One Hour, although distilled versions are available in 45-minute and 30-minute lengths depending on depth desired or needed. |
| Description: | Discussion of Coast Guard Family Advocacy Program and the basic dynamics of domestic violence (neglect and/or abuse of spouse, child, elder). What does the Commandant require of Coast Guard members and commands? What procedures are followed in cases of suspected domestic violence? How can the Work-Life Program help prevent the cycle of abuse and the escalation of abuse? Why and how are people abusive? Why do victims stay? Identifying victims of abuse--what works and what doesn't work in prevention of Family Violence. Recommended annually. |
| Attendees: | Any member of Team Coast Guard. |
| Constraint(s): | None |
| Location: | Best if conducted during unit's All-Hands Training to underscore command support for Commandant's policy and zero tolerance for domestic violence. |
| Trainer: | Owen Norton, Family Advocacy Specialist |
| Scheduling: | 808-541-1582 / ONorton@D14.USCG.MIL |

Hearts Apart Pre-Deployment Brief

| | |
|-----------------------|--|
| Length: | 45 Minutes |
| Description: | Slide presentation on deployment and reunion issues for families. Issues concerning single members are also addressed to some extent. Information targets members new to deployments or that have been away from deployments for some time. This brief fits well as part of the unit Pre-Deployment Brief. |
| Attendees: | All Hands, particularly spouses |
| Constraint(s): | VCR and way to project/display video |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Wanda Allen-Yearout, Ombudsman Program Coordinator |
| Scheduling: | 808-541-1580 / WAllen-Yearout@D14.USCG.MIL |

Parents 1, 2, 3, 4

| | |
|-----------------------|---|
| Length: | 4 ½ Hours (best if taught in three, 1 1/2-hour sessions; can also be taught as a seminar). |
| Description: | Using video and group discussions, parents will learn what to expect at different ages and stages, ways to bond with their child, how to handle tantrums, discipline, routines, and ways to care for themselves. Required for Certified Family Childcare Providers. |
| Attendees: | Parents of children (newborn to 4 years old) |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Mary Mansfield, Family Resource Specialist |
| Scheduling: | 808-541-1584 / MMansfield@D14.USCG.MIL |

ADHD—Kids With Incredible Potential

Length: 12 Hours (best if taught 2 hours/week over six-week period, although can also be taught in separate sessions.)
Description: Multi-video curriculum to accompany the Active Parenting Today Program...emphasizes ADHD to help parents apply principles of Active Parenting program
Attendees: Parents of ADHD children
Constraint(s): None
Location: Work-Life Training Room or Red Hill Community Center
Trainer: Mary Mansfield, Family Resource Specialist
Scheduling: 808-541-1584 / MMansfield@D14.USCG.MIL

Active Parenting Today

Length: 12 Hours (best if taught 2 hours/week over six-week period, although can also be taught as a weekend seminar).
Description: Multi-video training, which teaches non-coercive parenting style,...stresses teaching children responsibility and cooperation rather than simple compliance.
Attendees: Parents of children ages 2 –12
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainers: Owen Norton, Family Advocacy Specialist
Mary Mansfield, Family Resource Specialist
Scheduling: 808-541-1582 / ONorton@D14.USCG.MIL

Active Parenting of Teens

Length: 12 Hours (best if taught 2 hours/week over six-week period, although can also be taught as a weekend seminar).
Description: Multi-video training which teaches a non-coercive style of parenting teens. It stresses teaching teen's cooperation and responsibility, which in turn raises their level of self-esteem. The program also demonstrates ways to talk to teens about sensitive topics such as sex, drugs, drinking alcohol, peer pressure, and others
Attendees: Parents of children 12 years and older.
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Owen Norton, Family Advocacy Specialist
Scheduling: 808-541-1582 / ONorton@D14.USCG.MIL

Enhancing Your Marriage

- Length:** 6 Hours (can be broken up into three, two-hour sections, two three-hour sessions, or handled as a one-day seminar). Video based examples highlight the mini lectures.
- Description:** Discusses the danger signs of marital distress. Teaches the knowledge and skills needed to help couples resolve their conflicts and keep fun and communication alive. Teaches a communication technique that 75% of the male participants and 71 % of the female participants say is the most valuable thing they learned, i.e., the SPEAKER/LISTENER technique. Look up PREPInc@aol.com for more details about what the program is and it's philosophy.
- Attendees:** Any member of Team Coast Guard.
- Constraint(s):** For couples or those engaged to be married.
- Location:** Exportable to units, at Work-Life Training Room, or any convenient training space.
- Trainer:** Owen Norton, Family Advocacy Specialist. Certified to teach the course by PREP Inc, affiliated by the University of Denver.
- Scheduling:** 808-541-1582 / ONorton@D14.USCG.MIL

Anger Management

- Length:** 3Hours (depending on how in-depth the training is desired). Can set up 1 ½- to 2-hour sessions over a course of 4 – 6 sessions.
- Description:** Participants have an opportunity to learn healthy ways of dealing with anger. Techniques taught are the use of timeouts, cognitive restructuring/ positive self-talk, and paying attention to physical cues of tension. Participants will complete an anger log to help them learn what triggers their anger and monitor how they respond. Relaxation techniques are also taught.
- Attendees:** Any member of Team Coast Guard.
- Constraint(s):** None.
- Location:** Exportable to units, at Work-Life Training Room, or any convenient training space.
- Trainer:** Owen Norton, Family Advocacy Specialist
- Scheduling:** 808-541-1582 / ONorton@D14.USCG.MIL

Dynamics of Family Violence

- Length:** 1-3 Hours, depending on depth desired
- Description:** Discussion of Abuse. Why and how are people abusive? Why do victims stay? Characteristics of abusers and victims. Identifying victims of abuse and what works and what doesn't work in prevention of Family Violence.
- Attendees:** Any member of Team Coast Guard.
- Constraint(s):** None
- Location:** Exportable to units, at Work-Life Training Room, or any convenient training space.
- Trainer:** Owen Norton, Family Advocacy Specialist
- Scheduling:** 808-541-1582 / ONorton@D14.USCG.MIL

Dealing With Conflict and Confrontation

Length: 3 Hours
Description: Videotape series training that teaches how to keep your cool, stand your ground, and reach a positive resolution
Attendees: Any member of Team Coast Guard.
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Note: Tapes can be checked out for individual and/or in-service training
Trainer: Owen Norton, Family Advocacy Specialist
Scheduling: 808-541-1582 / ONorton@D14.USCG.MIL

Excellent Sponsor Training

Length: 1 Hour
Description: Training covers requirements needed to fulfill duties as an "Excellent Sponsor," i.e., helping new arrivals become familiar with their new surroundings and duties. Focus is on pre-arrival, arrival, and post-arrival cycles.
Attendees: Personnel assigned as sponsors (including personnel who have previously sponsored someone)
Constraint(s): None, although a nearby telephone jack is beneficial, because an Internet demonstration would improve the training.
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Shirley Caban, Transition and Relocation Manager
Scheduling: 808-541-1586 / SCaban@D14.USCG.MIL

Résumé Writing Class

Length: 2 Hours
Description: Training covers an overview of résumé writing and the different formats, i.e., Chronological, Functional, and Combination.
Attendees: Team Coast Guard
Constraint(s): None, although a nearby telephone jack is beneficial, because an Internet demonstration would improve the training.
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Shirley Caban, Transition and Relocation Manager
Scheduling: 808-541-1586 / SCaban@D14.USCG.MIL

Application for Federal Employment

Length: 2 Hours
Description: Training covers an in-depth review of the forms (SF-171, OF-612, etc.) needed for application for Federal Civil Service employment. The SF-171 is used, as the training form, because it covers all information required on the other forms
Attendees: Team Coast Guard
Constraint(s): None, although a nearby telephone jack is beneficial, because an Internet demonstration would improve the training.
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Shirley Caban, Transition and Relocation Manager
Scheduling: 808-541-1586 / SCaban@D14.USCG.MIL

Employee Assistance Program Overview

Length: 30 Minutes
Description: Training explains the service provided by the Coast Guard's Employee Assistance Program Contract, which provides free, confidential counseling for CG members, civilian employees, and family members. The training discusses how to access the services and provides answers to the most commonly asked questions. Of particular interest may be the contract services available to help supervisors manage "troubled" or "troublesome" employees.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jeri Couthen, Employee Assistance Program Coordinator
Scheduling: 808-541-1585 / JCouthen@D14.USCG.MIL

Computerized Personal Wellness Profile

Length: 2½-3 Hours (can be provided in three, one-hour segments)
Description: What is your current health status? Are you achieving your wellness goals? This program (the WellSource Personal Wellness Profile) helps individuals improve their quality of life by evaluating their present health status, providing suggestions to reduce health risks, and promoting well-being. Individuals participating in the program will receive a personal health profile based on information gathered from a questionnaire, blood work, and an optional fitness assessment. Executive summary reports are available for units. This report summarizes the major health findings for the unit and provides a prioritized list of recommended actions to take with the unit.
Attendees: Team Coast Guard
Constraint(s): Need for Privacy, changing, and showering area
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

7 Habits of Highly Effective People

Length: 3 1/2 Days
Description: Learn how to increase your personal and professional effectiveness through this course. The course will present a holistic, integrated, principle-centered approach for solving personal and professional problems. A step-by-step pathway for living with fairness, integrity, honesty, and human dignity – principles that give us the security to adapt and change and the wisdom and power to take advantage of the opportunities that change creates.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Note: This course is requested through LT Christina Deal, USCG, the D14 Quality Assurance Program Manager.
Trainer: Jeri Couthen, Employee Assistance Program Coordinator
Scheduling: D14's LT Christina Deal / 808-541-2297 / CDeal@D14.USCG.MIL

7 Habits of Highly Effective Families

Length: 2 Days
Description: No family is free of challenges, from its own members to the outside world. In this course, you and your family will find out how the 7 Habits create a powerful framework of timeless, universal, and self-evident principles that enable family members to effectively communicate about their problems and resolve them. All family members are encouraged to attend this course together.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Note: This course is requested through LT Christina Deal, USCG, the D14 Quality Assurance Program Manager.
Trainer: Jeri Couthen, Employee Assistance Program Coordinator
Scheduling: D14's LT Christina Deal / 808-541-2297 / CDeal@D14.USCG.MIL

Effective Weight Management

Length: 45 Minutes
Description: If the weigh-in has become an annual nightmare, or your clothes seem to be shrinking, or the scale keeps creeping up--this may be the class for you. Learn how to attain lasting weight management through real life solutions. Topics addressed are nutrition, exercise, eating behaviors, changing habits, and improving self-esteem. An All-Hands-type overview is available; however, the most effective use of this training will come one-to-one between an individual and the Health Promotion Manager.
Attendees: Team Coast Guard.
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

CPR & First Aid Training (availability January, 2002)

Length: 4 - 9½ Hours
Description: Everyone should know what to do in an emergency situation. This training offers a certification from the American Red Cross in the following areas: Community CPR (adults, children, and infants), Community First Aid and Safety (first aid, adult, child, and infant CPR), Adult CPR, Infant and Child CPR, and First Aid. This training may save the life of a co-worker, family member, or a complete stranger.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainers: Jessica Dung, Health Promotion Manager
ISC Medical Staff
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Nutrition Overview

Length: 1 Hour
Description: Increase your awareness of nutrition basics, the food-guide pyramid, labels, and current nutrition issues.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Terminating Tobacco

Length: 45 Minutes
Description: Thinking about quitting tobacco (chew or cigarettes)? If so, then check out this talk. Participants assess the role tobacco plays in their life and evaluate their readiness to quit. Quitting options available through the Coast Guard are introduced.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Tobacco Cessation

Length: 04-Week course, participants meet one time a week for an hour
Description: Have you been trying to quit and stay free from tobacco (chew or cigarettes) all of your life? Now is the time to quit and stay quit. This course uses Zyban or the nicotine patch to assist you in your quitting endeavor. A physician closely monitors all participants.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
HSC Daniel Friedman, MLCPAC Addictions Prevention Specialist
ISC Medical, if available
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Super Back and Abs

Length: One Hour
Description: Learn how to improve your posture, body mechanics, and abdominal and back strength. This class provides basic skills to enhance your abdominal and back performance. Come prepared to exercise.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Physical Fitness

Length: 1 Hour
Description: Learn how to start or enhance your physical fitness program the safe and effective way. This class discusses the five physical fitness components, FITT factors, and it provides recommendations for starting or enhancing your personal fitness program. Sure to motivate you to want to move!
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Fingerstick Cholesterol Screening

Length: 10 Minutes Per Person
Description: Find out what your total cholesterol, HDL, total/HDL ratio, and your glucose levels are with one painless fingerstick. Results are accurate and quick.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Health Promotion Program Overview

Length: 45 Minutes
Description: A workforce that strives for optimal well-being results in lower health care costs and disability claims, decreased absenteeism, increased work productivity and readiness, increased retention, improved stamina, increased morale, and reduced incidence of disease. Did you know that the top five causes of death in the United States today are mainly due to unhealthy lifestyle behaviors? Learn how to take control of the essential elements of health promotion so that your group (Command, Unit, Department, Division, Branch, Office, bunch of people who hang out together, etc) maintains optimal health and mission readiness!
Attendees: COs, XO's, OinCs, XPOs, Department Heads, Branch Chiefs, Key Personnel, etc.
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Health Promotion – The Lucky Seven

Length: 45 Minutes
Description: The old dentist's adage of "just flossing the teeth you want to keep" aptly describes what wellness is all about. Did you know that approximately 50% of all deaths and diseases in the U.S. directly relate to unhealthy lifestyle habits? Health promotion encompasses seven essential elements. Learn how to take control of each of the "lucky seven" so that your ticker keeps on ticking for a long time to come!
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Heart Smart

Length: 45 Minutes
Description: Heart disease is the number one killer in the United States. Learn how to prevent heart disease, the signs and symptoms of a heart attack, the difference between "good" and "bad" cholesterol, and additional information to keep your quality of life at a higher operation tempo.
Attendees: Team Coast Guard
Constraint(s): None
Location: Exportable to units, at Work-Life Training Room, or any convenient training space.
Trainer: Jessica Dung, Health Promotion Manager
Scheduling: 808-541-1583 / JDung@D14.USCG.MIL

Training Under Development

HIV/AIDS Training

| | |
|-----------------------|---|
| Length: | 45 Minutes |
| Description: | HIV/AIDS is the tenth largest killer in the United States. Find out the causes of HIV transmission, preventing the disease, and how to work with HIV/AIDS in the workplace. |
| Attendees: | Team Coast Guard |
| Constraint(s): | None |
| Location: | Exportable to units, at Work-Life Training Room, or any convenient training space. |
| Trainer: | Jessica Dung, Health Promotion Manager |
| Scheduling: | 808-541-1583 / JDung@D14.USCG.MIL |